

These directions only apply to contracts/grants submitted directly to the Secretary of the State Administrative Board for the Finance and Claims Committee (F&C).

APPLICABLE FORMS:

- DTMB-3526, Finance and Claims Agenda Format (Word document)
- **FOR CONTRACTS** - Bid Tab Templates (New and Change) available on the DTMB Purchasing Intranet – Topic: Forms
- **FOR GRANTS** – DTMB-3527, State Administrative Board Grant Abstract available on the State Administrative Board website
- **FROM DCH** – DCH-0009(E) Contract Abstract created by eGrams

Proposing Agency:

- Determines whether contract/grant needs State Administrative Board approval according to *Resolution 2019-1 Reducing the Monetary Threshold for Certain Contract Approvals, Readopting the Monetary Threshold for Grant Approvals, and Rescinding Resolution 2018-1*
- Determines the F&C Committee review schedule with which it will need to comply and allows lead-time to prepare and submit supporting documents. Items are due on Monday two weeks before the F&C meeting.
- Assures that all prerequisites, including all required reviews and approvals, are met prior to submission of any type of proposal for committee action.
- Submits **VIA EMAIL** the following material to the Secretary of the State Administrative Board:
 1. PDF file containing the completed, original, signed Bid Tabs, Grant Abstract Forms, DTMB-3527, and DCH-0009(E) Contract Abstract Forms **EACH FOLLOWED BY ANY ADDITIONAL APPROVALS* AND A COPY OF ANY LEGAL MANDATES** in the following order:
 - a. New Contracts,
 - b. Contract Changes,
 - c. New Grants, and
 - d. Grant Changes.

2. PDF file containing the completed, original, signed Bid Tabs, Grant Abstract Forms DTMB-3527 (SAB-812), and DCH-0009(E) Contract Abstract Forms **EACH FOLLOWED BY ANY ADDITIONAL APPROVALS* AND A COPY OF ANY LEGAL MANDATES** in the following order:
 - a. New Contracts,
 - b. Contract Changes,
 - c. New Grants, and
 - d. Grant Changes.

***POSSIBLE NECESSARY APPROVALS**

1. General Routing approval from DTMB Central Procurement Services pursuant to the Michigan Procurement Policy Manual, Section 2.4.1 Issuance of Standard Delegated Authority
2. Approval letter from the Michigan Administrative Hearings System (MAHS) for hearing officer contracts
3. Approval letter from the Department of Attorney General for legal services contracts

GROUPS OF CONTRACTS/GRANTS (VARIOUS)

If you are sending a grouping of contracts/grants or amendments that use the same boilerplate language, you can submit them on a single Bid Tab/Grant Abstract with the Awardee named "Various" and then list them on an attached spreadsheet.